



STATE LICENSING SURVEY

Materials Needed from Facility for Hospital Survey

At the time of the team's arrival and throughout the survey:

- Conference room close to photocopier and phone
- Access to hospital policies and procedures

At the time of the entrance conference:

- List of Administrative Staff/Phone Numbers
- List of hospital departments and satellite locations
- Floor plan of hospital (8 ½ x 11 or 17 x 11)
- List of separate building(s) where services are provided under the hospital's license (billed under the same provider number and approved by DOH Construction Review)
- Information regarding the hospital's Scope of Services and any changes since the last licensing survey

Quality Program Review

- QAPI Department Organizational Chart, staff phone numbers
- Index of or access to hospital policies and procedures
- Hospital's 2012 and 2013 QAPI Plans, Policies, and Procedures
- List of Quality Indicators
- Quality Data and Analysis
- Staff Training Plan and Competencies for QAPI
- QAPI Meeting Minutes for past 24 months
- Adverse Events and Incident Reporting Policies and Procedures
 - Causal Analysis or Root Cause Analysis policy and procedure
 - Analysis of Adverse Events and Near Misses as requested
- Medical Staff Bylaws/Rules and Regulations
- Governing Body Rules and Regulations
- Governing Body meeting minutes for past 24 months
- List of hospital departments and satellite locations
- List of Patient Care Contractors

Infection Prevention and Control Program Review

- Infection Prevention Department Organizational Chart, staff phone numbers
- Infection Prevention Plans for 2012 and 2013
 - IC Quality Indicators
 - Infection Prevention QAPI projects
 - MDRO Prevention and Control Plan
 - Antibiotic Stewardship Plan
 - Infectious Disease Exposure Plan
 - Sharps Safety Plan
- Infection Prevention Policies and Procedures
 - MRSA Risk Assessment
 - Infection Surveillance and Reporting Procedure
 - Reportable Diseases Policy
 - Transmission Precautions (Isolation)
 - PPE policies and procedures
 - Medication administration policies
 - Urinary catheter use policies
 - Housekeeping/Terminal Cleaning policies
 - Equipment cleaning schedules
 - Reprocessing policies
 - Point of Care Devices
 - Sterilization and High Level Disinfection
 - OR humidity and temperature monitoring
 - Infection Prevention During Construction
 - Employee Vaccination Program
 - Respirator Fit Testing Program
 - Ill Worker work exclusion policy
- Access to Monitoring logs
 - Sterilization logs
 - Air exchange logs
 - OR humidity and temperature monitoring
- Infection Prevention Training Programs
 - Annual training and competencies
 - Hand hygiene
 - Transmission Precautions and PPE
 - Others?
- Personnel File of Infection Control Officer(s)
- Infection Prevention Program Meeting Minutes for past 25 months
- QAPI Meeting Minutes (as requested)